

Appendix F

Sample Template In-Processing Brief

1. **Operations Center.** The Force Provider Operations Center is manned 24-hours a day. The center is your focal point for all actions during your stay in the Force Provider compound. The operations center is centrally located at _____.
2. **Billeting.** Billeting will be provided for each individual in your unit. The billets are climate-controlled TEMPER tents and are equipped with cots only. Individuals must use their own sleeping bags. It is your responsibility to determine sleeping assignments, signing for the equipment, policing up the sleeping areas, and reporting required repairs to the Force Provider Operations Center. Females and males will be billeted in separate tents. The Force Provider Billeting NCO needs a list of your personnel and their billet assignments when you arrive.
3. **Food Service.** Personnel will be fed in the kitchen area set up at the _____ end of the compound. If Force Provider is full to its maximum capacity, your unit may be limited to specific feeding times. Three meals are served daily at the following hours:

Breakfast	0630 – 0930
Lunch	1130 – 1430
Dinner	1600 – 1900

4. **Showers.** There are two shower tents located _____ which are operational from 0600 - 2200 hours, daily. Towels and soap are provided at the shower tent but individuals must provide their own shampoo (which may be purchased at the AAFES Annex). Special hours will be reserved for female showering. You need to let the Force Provider Billeting NCO know how many females are in your unit so he can coordinate showering times.
5. **Laundry.** Soldiers can turn in up to 15 pounds of clothing during a three-day period. Turnaround time on laundry is 24 hours, so plan accordingly. The laundry tent is located _____ (adjacent to the showers) and is open daily from 0600 - 1800. It is each soldier's responsibility to turn in and pick up his clothing. Samples of a 15-pound load of clothing are (these will be posted at the laundry point):

BDU	2 each	BDU Jacket	2 each
BDU Trousers	2 each	BDU Trousers	2 each
Laundry Bag	1 each	BDU Field Jacket	1 each
Socks	5 pair	Laundry Bag	1 each
T-Shirts	5 each	Socks	3 pair
Towels	2 each	T-Shirts	2 each
Underwear	5 each	Underwear	2 each

6. **Latrines.** There are two latrines located _____ which are open 24 hours a day. Toilet paper and a hand-washing station (soap, water, and towels) are located in each latrine.

7. **Medical Facility.** The Dispensary is located _____. Sick Call will be held twice a day, 0700 - 1000 and 1300 - 1500. Medical personnel will provide instructions and appointments for follow-up treatment. Emergency medical care is available at the Dispensary. After 1800, contact the Force Provider Operations Center.
8. **Religious Services.** A TEMPER tent is provided for use as a chapel. Force Provider does not have an assigned Chaplain; however, the Unit's chaplain may contact the Force Provider Operations Center for use of the Chapel.
9. **Force Provider Exchange.** The Army/Air Force Exchange Service has space to run a Post Exchange Annex. The store is located _____. The store is stocked with personal hygiene items, cigarettes, snacks, nonalcoholic beverages, and other assorted items, as space allows.
10. **Alcohol.** There will be no alcoholic beverages available or allowed in the Force Provider compound.
11. **Telephones.** Credit card telephones are available for use and are located next to the Post Exchange Annex.
12. **Banking Services.** An automatic teller machine is located in the Post Exchange area for soldiers use.
13. **Military Personnel Services.** Finance, personnel, mail drop, and legal services are provided in tent # ____.
14. **Security.** It is the soldier's responsibility to provide security for weapons, ammunition, vehicles, and his unit's equipment. A TRICON shelter #____, located next to the Force Provider Operations Center, is provided for soldier use as an arms room. Soldiers should coordinate with the Operations Center for space required to secure their unit equipment and vehicles. Individuals are responsible for safeguarding personal belongings.
15. **Site Operations.** Normal site functions, such as kitchen police and latrine clean-up, are provided by HNS or contractors. In the event that HNS or contractor support is not available, your unit may be required to provide personnel for kitchen police and latrine clean-up details. The user unit will:
 - a. Provide fire/security guards for their sleeping areas. Fire extinguishers are located throughout the Force Provider area.
 - b. Be provided space near the Force Provider Operations Center for their orderly room and charge of quarters.
 - c. Be responsible for emptying trash cans and general police of sleeping areas and other areas used for unit functions.
16. **Training Support.** A training area is available for your use. Coordinate your needs with the Operations Center.
17. **Morale, Welfare, and Recreation.** To get the hours of operation, schedule time, or sign out equipment, check with the MWR staff located at _____.
18. **Environmental Protection.** Users of Force Provider shall consider environmental protection in high regard. Extreme care should be exercised during all activities (recreation, training, work details) to protect the environment and integrity of this site.

19. **Miscellaneous.**

- a. Smoking. No smoking is allowed in the sleeping areas. Butt cans are provided outside the tents and in smoking areas. Smoking and nonsmoking areas in the Force Provider compound are clearly marked.
- b. Announcements. A public address system is located at the Operations Center where announcements can be coordinated.
- c. Helipad. Use of the helipad will be coordinated with the Operations Center. The Force Provider does not have organic capability to refuel or re-arm helicopters.
- d. Guests. Guests will be signed in at the Operations Center. Your unit is responsible for the conduct of all guests.

20. **Other Provisions.** Any provisions not covered in this brief will be addressed on a case-by-case basis by the Force Provider Company commander.